

REAL ESTATE LOAN WORKSHEET INSTRUCTIONS
(Purchase/Refinance/Permanent Construction/Assumption)

1. Enter borrower's name.
2. Enter loan number.

Truth in Lending, Regulation Z – Answer the following (YES/NO/NA)

3. Was the correct rescission notice provided? (YES/NO/NA) Include Date.
4. Were funds disbursed after the 3 day rescission period? (YES/NO/NA)
5. Was the assumption notice provided?
6. Was the Consumer Handbook For Adjustable Rate Mortgages (CHARM) provided as required by Regulation Z, Truth in Lending?
7. Were the Adjustable Rate Mortgage (ARM) disclosures provided, as required by Regulation Z, and did the disclosures include all required information?
8. Were all subsequent ARM disclosures provided as required?

Real Estate Settlement Procedures, Regulation X – Answer the following (YES/NO/NA)

9. Was the Mortgage Servicing Disclosure Statement (MSDS) provided as required by Regulation X, Real Estate Settlement Procedures? (Required only on first liens.)
10. Was the Special Information Booklet (SIB) provided?
11. Was the Good Faith Estimate (GFE) properly completed and provided as required by Regulation X?
12. Was the HUD1/1A prepared correctly and available for review as required by Regulation X?
13. Was the Mortgage Servicing Transfer Notice (Transfer Notice) provided as required and did it meet all regulatory requirements? (Required only on first liens.)
14. Were the initial and annual escrow statements provided as required and did they meet all regulatory requirements?
15. Was the GFE comparable to the HUD1/1A?

Flood Insurance – Answer the following (YES/NO/NA)

16. Was the Standard Flood Determination Form properly completed?
17. Was the Flood Notice provided to the borrower and servicer as required and did it meet all regulatory requirements?
18. Is a flood escrow required and was it established? (**NOTE: If loan is subject to RESPA, escrows must comply with Section 3500.17.**)
19. Was a written notice sent to the Director (or designee) of the Federal Emergency Management Agency (FEMA) regarding the name of the servicer of any loan located in a special flood hazard area, or when there was a change in the servicer?
20. Is the flood insurance policy current?
21. Is the amount of flood insurance sufficient?

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Real Estate Loan Worksheet Instructions (continued)

Fair Housing (Part 338) /Equal Credit Opportunity Act (ECOA)

22. Was monitoring information collected? (YES/NO/NA)
23. Was additional ECOA information for home loan applications collected? (YES/NO/NA)
24. Was the Appraisal Notice availability statement provided? (YES/NO/NA)
25. Enter the Race of the applicant.
26. Enter the Sex of the applicant.
27. Enter the Age of the applicant.
28. Enter the Marital Status (Mar Stat) of the applicant.
29. Enter the Race of the co-applicant.
30. Enter the Sex of the co-applicant.
31. Enter the Age of the co-applicant.
32. Enter the Marital Status (Mar Stat) of the co-applicant.

Fair Lending

33. Enter the loan amount requested.
34. Enter the loan amount granted.
35. Enter then loan-to-value ratio.
36. Enter the loan-to-price ratio.
37. Enter the monthly debt-to-income ratio.
38. Enter the housing payment-to-income ratio.
39. Enter monthly income. (Either gross or net. Be consistent.)

Home Mortgage Disclosure Act (HMDA)

40. Was HMDA data collected? (YES/NO/NA)
41. LAR – Was information transferred to the LAR correctly and within the 30 day requirement? (YES/NO/NA)
42. Enter financial institution's name.
43. Enter examination date.